

March 9, 2016
Montana Shared Catalog
Executive Board Special Meeting

Agenda Item: Fiscal consideration of the Miles Community College request to withdraw from MSC

ROLL CALL: Jack Albrecht, Diane Anderson, Sinda Puryer, Kathy Robins, Mark Wetherington

MSL Reps: Jessie Goodwin, Sarah McHugh

The meeting was called to order at 2:03 by chair, Sinda Puryer

Sarah McHugh explained to the Executive Board that Miles Community College (MCC) intends to withdraw from the MSC during 2016 and join the TRAILS consortium. They plan to go live in the new system on December 16, 2016. Extraction of MCC records from MSC will take place at no cost to MCC, as per the MSC membership contract. Removal of MCC policies from MSC will be done by SirsiDynix (SD). SD sent a quote for policy removal services to Sarah who sent them to MCC, which will pay those costs. Paula DeMars, Library Director at Miles Community College had been talking to Ken Adams for months about MCC's plans to withdraw. Sarah stated that no paper trail exists for their discussions. Paula said that Ken did not call her attention to the requirement for written notice. Section 6 of the MSC contract requires written notice of intent to withdraw at least 6 months before the end of the fiscal year. If the notice is not given by the deadline, the library must pay for a full year of service. That deadline for such notice would have been January 1, 2016. During the MSC transition to a new Director, Paula had a conversation with Sarah at which time Sarah stated that MCC's bill to MSC could potentially be prorated for the portion of FY17 that MCC remained in the MSC, not taking into consideration what is in the current MSC membership contract. On realizing last month that she had given Paula misinformation, Sarah sent an email to Paula explaining the notification deadline. Paula did not realize that there was a deadline for written notice and is appealing to the Executive Board to forgive the requirement due to miscommunications at the end of Ken Adams' tenure and during the interim when there was no MSC Director in place. Paula has only recently learned the go live date from TRAILS. Paula can appeal the Executive Board's decision to the State Library Commission following this meeting, should she want to do so.

Discussion ensued:

There is no documentation on file about the communications between Ken Adams and Paula DeMars. Discussion was taking place for months, but there is no paper trail.

There was a disruption and some loss of continuity because of the MSC Director's retirement until a new Director was hired.

Paula DeMars signed the MSC contract in 2014 but cannot remember the provisions for withdrawal.

Paula does not remember if she signed the new contract sent out to all MSC libraries in the Fall of 2015.

In Sarah's communications to MCC, she did not inform Paula of the 6-month written notice requirement. Sarah thought costs of membership could be pro-rated.

Sarah pointed out that prorating the bill for MCC would be a small loss to MSC considering the \$1,054 bill for MCC in FY16. Drastic weeding of MCCs items was done in 2014-2015. There is no large increase in patron records. Therefore, MCC's bill for FY17 should not be very different from the past year. Kathy commented that this is not a large amount, but the precedent would hurt the MSC if this was a bill from a large library and we should be careful about members knowing and adhering to contract requirements.

Diane raised a question as to whether MSC can bill for the whole amount and credit back a portion when MCC withdraws. Sarah thought this may be logistically complicated through the MSL.

Kathy suggested that MSC have an exit document to share with libraries whenever there is discussion of withdrawing. The document should be understood and signed by both parties.

Sarah pointed out that there may be a logistical issue in the MSC contract in Section 11 which states that MSC services terminate at the end of a fiscal year. Kathy stated that seems like a very difficult timeline to hit as library staff and vendors get ready for migrations. Diane shared that it is not uncommon for small school libraries to have overlapping paid subscriptions when they change vendors and timelines do not coincide perfectly.

Paula confirmed that the library will enroll in OCLC Group Services for FY 2017, which is a requirement of all MSC member libraries.

There being a quorum present, Sinda called for a motion.

Diane moved to allow MCC to withdraw from the MSC in December 2016 with a prorated bill for six months of service.

Kathy seconded.

Discussion: A document should be sent to MCC with requirements of the withdrawal. Signatures should be required. Sarah will create a draft of the document and send to the Executive Board. Jessie will send the document to Paula DeMars at MCC for signature.

Executive Board voted:

- Jack Albrecht – Aye
- Diane Anderson – Aye with special circumstances noted
- Sinda Puryer – Aye
- Kathy Robins – Aye
- Mark Wetherington – Aye
- Opposed: None
- Abstain: None

Diane moved to adjourn after 3 p.m. Kathy seconded. Passed.

Submitted by,

Kathy Robins